

REQUEST FOR STAFF MANUAL MATERIALS AND MAILING LIST CHANGES

INSTRUCTIONS:

- Use this form to initiate mailing list changes and order manual materials.
- Complete Section A and the Sections indicated by Section A.
- Have your office head certify your request in Section D and forward it to your Directives Distribution Coordinator (DDC).
- Always include your Administrative Code and Rec. ID No. Your request cannot be processed without it.

SECTION A. REASON FOR REQUEST

- ☐ 1. Add addressee to mailing list and complete Sections B, E, F, and G, as appropriate. (Check box 4 under Section A to order previously issued manual material.)

☐ 2. Delete addressee from mailing list (Complete Section C).

☐ 3. Change existing information for an addressee:

 - ☐ Change Administrative Code, position title, organization, or address (Complete Sections B and C).
 - ☐ Add manual(s) to list (Complete Sections B, E, F, and G, as appropriate).
 - ☐ Delete manual(s) from list (Complete Sections B, E, F, and G, as appropriate; show 0 (zero) in quantity column).
 - ☐ Increase number of copies of manuals currently received (Complete Sections B, E, F, and G, as appropriate).
 - ☐ Decrease number of copies of manuals currently received (Complete Sections B, E, F, and G, as appropriate).

☐ 4. Order previously issued material (Complete Sections B and H).

SECTION B. CURRENT MAILING ADDRESS (Enter Address to which manual material should be sent. Include your title if you wish to be put on the mailing list, since the list is maintained by position title and organization. See your DDC for information about the Administrative Code and Agency Code.)

Line 1 <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> STANDARD ADMINISTRATIVE CODE	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> 5383 </div> REC. ID NO.	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> AGENCY CODE
Line 2 <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> POSITION TITLE, ORGANIZATION, AGENCY, DEPARTMENT		
Line 3 <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> LINE 2 (ABOVE) CONTINUED		
Line 4 <div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> CITY	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> STATE	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> ZIP CODE

SECTION C. PREVIOUS MAILING ADDRESS (If your address is already on the mailing list to receive manual material, attach mailing label, if available. Otherwise, type that address including the Standard Administrative Code, Rec. ID No., and Agency Code.)

SECTION D. CERTIFICATION AND APPROVAL

The actions requested in Section A are approved and the manual material ordered, if any, is required in the requestor's official work.

Requestor	(Name)	(Phone)	(Date)
Office Head	(Signature)	(Phone)	(Date)
DDC/Orig. Office	(Signature)	(Phone)	(Date)
DDC/OPDIV	(Signature)	(Phone)	(Date)

SECTION E. GENERAL MANUAL SERIES (For each manual you need, enter number of copies. See Exhibit 1-00-A, General Administration Manual, for description of each manual.)

LIST NO.	TITLE	QTY	LIST NO.	TITLE	QTY
101	ACCOUNTING	_____	115	MATERIEL MANAGEMENT *	_____
104	COMMUNICATIONS STYLE GUIDELINES	_____	110	ORGANIZATION	_____
108	EMERGENCY PLANNING	_____	113	PRINTING MANAGEMENT	_____
105	FORMS MANAGEMENT	_____	117	PUBLIC AFFAIRS	_____
124	GENERAL ADMIN. MGMT.	_____	118	RECORDS MANAGEMENT	_____
125	GRANTS MANAGEMENT	_____	112	SAFETY MANAGEMENT	_____
120	GUIDE FOR TIMEKEEPERS	_____	119	SECURITY	_____
214	HHS ALERT LIST	_____	111	TELECOMMUNICATIONS	_____
114	HHSAR / FAR *	_____	121	TRAVEL	_____
103	IRM / FIRMR **	_____	102	VOUCHER EXAMINATION	_____

* HHS Acquisition Regulation (HHSAR) / Federal Acquisition Regulation (FAR). Send written justification of need with this request to receive the Federal Property Management Regulations (FPMR) on which these manuals are based.

** Information Resources Management (IRM) / Federal Information Resources Management Regulations (FIRMR).

SECTION F. PERSONNEL MANUAL AND SUPPLEMENTS (For each supplement you need, enter number of copies.)

LIST NO.	TITLE	QTY	LIST NO.	TITLE	QTY
001	FED. PERSONNEL MANUAL	_____	030	792-1	_____
001	HHS PERSONNEL INSTRUCTIONS	_____	031	792-2	_____
009	271-1	_____	005	830-1	_____
012	271-2	_____	005	831-1	_____
014	292-1	_____	005	832-1	_____
011	293-31	_____	006	870-1	_____
003	296-33	_____	007	890-1	_____
028	298-1	_____	002	910-1	_____
028	298-2	_____	001	920-1	_____
022	330-1	_____	008	990-2	_____
019	335-1	_____	033	990-3	_____
001	351-1	_____			
044	410-1	_____			
041	451-1	_____			
023	532-1	_____			
023	532-2	_____			

SECTION G. OTHER PERSONNEL MATERIAL (For each item you need, enter number of copies.)

LIST NO.	TITLE	QTY	LIST NO.	TITLE	QTY
013	INTERNAL QUALIFICATION GUIDES FOR TRADE AND LABOR JOBS	_____	016	PERSONNEL LITERATURE	_____
034	OPM HANDBOOK X-118	_____	020	POSITION CLASSIFICATION STANDARDS	_____
013	OPM HANDBOOK X-118C	_____	036	FEDERAL STAFFING DIGEST	_____
018	OPM HANDBOOK OF OCCUPATIONAL GROUPS	_____			

SECTION H. PREVIOUSLY ISSUED MATERIAL (Enter number of copies and description of each item you need. If you need an entire manual, enter its list number and name. For individual items, also include the item's title, number, transmittal number (if any), issue date, and issuing organization.)

QTY	DESCRIPTION OF MANUAL OR DIRECTIVES
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____